# Project visits

**How to conduct a proper project visit?**
**Below you can find some important tips to make it effective**

URBAN SPACE TOOLKIT

FIELD RESEACH

## PLAN OF A PROJECT VISIT

### Preparation

Goals and aims

1. Decide, what is your goal?
2. Which information do you need?
3. What kind of initiatives you are interested in?

Online

1. Use google, social media, websites of already known projects and people involved in this field to get information about the projects and initiatives on the topic that you have chosen;
2. Explore their webpages and social nets to get an overview;
3. Make a draft of themes that you will have to pay attention to during a visit;
4. Check working hours and location;
5. Write or call the contact person of the initiative and make an appointment if needed, ask a permission to take photos and videos (+interview) if needed;
6. Make a draft plan of an observation;

### Conduction on the place

1. Come on time;
2. Make photos and notes (key words & phrases, detailed description of environment, people and their behaviour, put your own ideas which occurred to you during a visit) depending on the goal;
3. Make a video if it is possible and needed, try to use several cameras, record all the process;
4. Find local people and ask them for interview or survey (how to make an interview see on….);
5. Keep in mind the aims of your project during the whole visit;

### Processing of results

1. The result of field research can be an article, video, scheme, presentation
2. Work in the team considering different opinions
3. Stay in touch with people that you get to know during the visit, optionally send them results of your work ;)

**Materials and equipment**

Charge in advance camera and micro-phone.

Bring small gifts and visit cards.

Take notebooks and pens to make notes.

**Examples**

http://interacticity.net/projects/

NOTES: